

Wastewater Management Commission (WWMC)

Meeting Minutes March 3, 2014

(Approved by WWMC on March 18, 2014)

Meeting time: 5:00 PM

Location: Tiverton Community Center

WWMC members present: Noel Berg (NB), John Christo (JC), Margaret Murphy (MM), Chris Nearpass (CN), Colleen Stanton (CS) & Leroy Kendricks (LK)

Absent members: Peter Andromalos (PA), Jeff Stearns (JS), Michelle Tepfenhart (MT)

WWMS: John Lincourt (JL), Jeanne Spencer (J)

Guests: Joan Chabot, Town Council Chairman/WWMC Liaison
John Faile, Superintendent Lincoln Water Commission
Matthew Wojcik, Town Administrator

- 1) **Meeting Minutes:** The minutes of the 18 February 2014 meeting as recorded by WWMC Clerk J was approved as motioned by JC and 2nd by CS after minor grammatical correction; CN abstained.
- 2) **Tiverton Wastewater District (TWD)**
 - Introductions and welcoming our new Town Administrator and John Faile (JF) our potential TWD General Manager.
 - JF stated he is a member of the Lincoln Board of Water Commissioners and goes to Washington every year to lobby for funding. On his most recent trip he met LK. LK told of his efforts in forming TWD and expressed the need for a general manager. JF found the efforts interesting and is willing to manage our new district if approved. JF stated there is still a long road ahead and the WWMC has a lot to set up.
 - LK stated the Town Council (TC) had approved resolution to enable legislation. Representative Jay Edwards and Senator Walter Felag will be putting a Bill together to present to the House of Representatives and the Senate. LK expects the Bill to be considered sometime this month or early April. LK to testify at the State Committee Hearings (SCH) and is optimistic the bill will be signed by the Governor.
 - LK to email Representative Edwards as to what is the best thing to do and when. LK to extend an invitation to AECOM's Thomas Parece to testify at the SCH, stating it may be short notice. TA stated a 48 hour notice compliance.
 - JC questioned if petitioning efforts were needed. TC Chairman/Liaison Joan if we could get the residents of the Bay Street area to sign a petition to present to the legislation and participate at the hearings it would indeed be helpful. Joan stated her concerns for our residents and the need to make sure this is right for the town and in the best interest for the residents. JL to draft a

petition for the Bay Street Area and after LK's approval will forward to JC. JC to contact the Environmental Neighborhood Awareness Committee of Tiverton to have the residents sign the Bay Street Area Petition for presentation at the SCH.

- LK stated once the Bill is approved, the WWMC would transition away from the town to form the TWD. LK reiterated the fact that we are forming a district and separating from the town due to Rural Development's Grant Rules, Regulations and Qualifications. This infrastructure project should create jobs and help prevent the contamination of the Bays due to Bay Street, Riverside Drive, Robert Gray areas cesspools and failed systems (systems in which some areas are difficult to comply to DEMs regulations). This Economic Development will be a catalyst for businesses and is the right thing to do.
- JF stated a Federal Employer Identification Number (EIN) will be needed establishing first that the TWD is a governing entity. MM to sit down with the person who set up North Tiverton Water District. LK estimates the transition to be completed ambitiously by July 1st or a goal by the 30th.
- TC Chairman/Liaison Joan stated there seemed to be a lot of things the WWMC needed and suggested a task list and priority list with owners. Stating otherwise the WWMC is not going to make the date. The WWMC team to work on this for the next scheduled meeting.
- JL presented the Sewer Needs by Area map showing the project areas, pump stations, and areas already sewerred. CN stated the areas were broken up due to the great disparity in cost.
- Neighborhoods will vote to join the District. A discussion of how the voting process will be done amongst each of the areas in need. Having a ballot post card with letter, envelope and ballot mailed to customers residing in the neighborhoods eligible for sewers was suggested. JL questioned the best way to go about the voting process should it be for the registered voter rather than household or property owner. It was decided the ballots would go out to deeded property owners, not necessarily registered voters. MM stated an independent person would have to count the ballots and it should be majority ruling. If the ballot is not returned it will be considered abstained.
- LK stated that he is looking at alternatives for billing. He is considering out sourcing the Billing Clerk and software and out sourcing the entire billing process by sending water read information to an online company that will bill and mail to the customers. The customers would then be able to pay electronically. The company could bill monthly, quarterly, or whatever you wanted. LK suggested billing on a monthly basis. MM suggested dividing customers into three to sustain a cash flow and is not in favor of billing monthly. MM stated transactions cost money.
- MM warned to keep in mind cloud security type of software would be needed to prevent cyber problems and insurance would be needed. A database for the cloud would need to be created showing history and customers on payment plans would be messy. There would have to be a period of progression to the company and a digression from the town.

3) **Financial:**

- *Tabled*

4) **General Administration:**

- JL stated he has an issue to address with two options or suggestions.
 - i) The WWMC has \$22k of Community Development Block Grant (CDBG) funding that needs to be allocated by the end of March. JL stated DPW Director Stephen Berlucchi has an option to encumber some of the funds by paving and curbing Walnut Street. JC questioned if they are all done with sewer pipes in the area. JL stated yes, everyone in the area is hooked up. JL presented photos of Walnut Street showing disrepair. JL stated the street had never really been done and was only patched. The estimated cost of repair to be \$12-\$15k.
 - ii) JL stated another option would be to go ahead and give a design project to sewer Hooper Street to AECOM which would cost less than \$10k.
 - CN questioned if the WWMC could do both. MM suggested giving AECOM \$10k and the balance to DPW to pave and curb Walnut Street. MM made motion to encumber \$10k for the design effort of Hooper Street and the remaining \$12k to DPW to pave and curb Walnut Street. CS 2nd the motion all in favor, motion carried by (NB, JC, MM, CN, CS, LK).
 - A reminder of the 2014 Clean Water Legislative Breakfast to be held Tuesday, 25 March 2014.
- 5) A motion to adjourn was unanimously approved as motioned by CN and 2nd by NB @ 7:05 pm. The next regular WWMC meeting date was rescheduled to be held Tuesday, 18 March 2014, 5:00 PM at Tiverton Community Center.

6) **Action Items:**

- WWMC to look into additional resources for support and services.
- LK to contact the Director of RIDEM to properly thank her for her Letter to the Editor.
- JL is to supply Church Community Housing with listing of property owner names and addresses, so they can determine eligibility for Grant funding.
- JS to put together the Annual Report for the TC.
- LK to talk to the TC President and the WWMC Liaison regarding the PPG Funding.
- JL to discuss the PPG Funding Application with the Acting Town Administrator (TA).
- LK to put proposal together to request permission to purchase the camera.
- The WWMC to review the Town Ordinance Article II through VII referencing Public Sewers and Betterments.
- LK to contact Senator Felag and State Representative Edwards to set up an appointment to discuss the project tentative Bill they will introduce.
- JL to look into his current benefit package and whether or not he is vested.
- LK to testify at the State Committee Hearings and email Representative Edwards as to what is the best thing to do and when.
- LK to extend an invitation to AECOM's Thomas Parece to testify at the State Committee Hearings.

- JL to draft a petition for Bay Street Area and after LK's approval will forward to JC.
- JC to contact the Environmental Neighborhood Awareness Committee of Tiverton to have the residents sign the Bay Street Area Petition for presentation at the State Committee Hearings.
- MM to sit down with the person who set up North Tiverton Water District.
- The WWMC team to work on a task list/priority list with owners for the next scheduled meeting.
- JL to put documentation together in regards to improperly billed customer.
- Clerk J to submit only the portion of G/L MM has requested along with current A/R report.

Submitted by:

Jeanne Spencer, WWMC Clerk